

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

DZAR000035--External Relations & Partnerships Officer

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

Country of Assignment	Algeria
Host Institute	World Health Organization
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	12 months
Expected Starting Date	01-10-2021
Duty Station	Algiers [DZA]
Assignment Place	Non-Family Duty station
Assignment Place Remark	

Living Conditions

Algeria is a country where cost of living is very affordable, it is possible to find accommodation at cheap cost with relative comfort. Cost for food is also cheap as well as transportation. Comfort as per middle income country standard.

Assignment Details

Assignment Title	External Relations & Partnerships Officer
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Organizational Context & Project Description

The World Health Organization (WHO) African Region has embarked on a new Global Programme of Work (GPW13) and a new

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Programme Budget (2020 -2021). Through these two strategic documents, the region aims to deliver public health outcomes through an integrated results-based structure.

The new focus of our work will be at the country level where we aim to reach the triple billion goal of 1 billion more people covered, 1 billion more protected and 1 billion more healthier populations. In this regard, the UN Volunteers can work at the Regional Office based in the Republic of Congo, Brazzaville or in any of our 47 country offices.

The areas of work that can be covered include: communicable and non-communicable diseases, healthier populations, health systems and information, emergency preparedness and response, data collection and management, family and reproductive health, programme support and administration.

Sustainable Development Goals

3. Good Health and Well-being

Task description

Within the delegated authority and under the supervision of Head of the WHO Country Office, the UN Volunteer will:

1. **Develop and implement an innovative resource mobilization action plan for the Country Office to ensure sustainable financing for core and emergency activities.**
2. Researches the interests and application requirements of the main donors and other sources of funding to the country. Drafts proposals, donor briefings, reports and updates to ensure accurate and timely reporting;
3. Maintain partner relations through innovative approaches (e.g. quarterly partner briefing) ; while concisely, clearly and convincingly communicating WHO yearly/biennial strategic direction; proactively contributes in negotiations for rapid donor.
4. Support the overall activities related to mobilization of resources, grants management, funding needs and gaps and the awards process. Maintain project calendars and milestones; analyses information on project activities and monitors progress towards targets using various project management databases;
5. Liaises with Regional Offices to secure the required clearance, including legal and financial clearances for proposals and donor agreements before signature.
6. support the management of multiple projects throughout the project life cycle; monitor implementation rates and reporting deadlines and ensure activities and expenditures are aligned with the terms and conditions set out in individual donor agreements; work closely with procurement, logistics, HR and technical staff to monitor the overall implementation of projects in the country office;
7. Liaise with coordination agencies in the country to ensure that the Country Office participates in system-wide resource mobilization activities and that it effectively engages with staff of Country-Based Pooled Funds to secure funding from those sources;
8. In coordination with the Communication Officer, effectively utilizes the communication products to inform donors about both Health Sector and WHO's strategies and work to encourage them to fund the overall health sector response to affected populations and to WHO's strategic plans and proposals;
9. Performs any other relevant duties, as required by the supervisor.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

- As an active World Health Organization team member, efficient, timely, responsive, client-friendly and high-quality support rendered to the World Health Organization and its beneficiaries in the accomplishment of her/his functions, including:
- Contribute to the building and manages close working relationships with key stakeholders
- Contribute to the Partnership intelligence gathering and sharing

- Contribute to the proposal development and ensuring high quality reports to donors
 - Contribute to the training of country offices to strengthen external relations and partnerships within and beyond respective countries
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level Bachelor degree or equivalent

Education - Additional Comments

- First level university degree in public health, business administration, management, communications, international relations or a related field.

Required experience 24 months

Experience Remark

- At least 2- 4 years of professional work experience at the national and/or international level experience in grant management, donor funding, proposal development, and resource mobilization.

- Desirable: Accuracy and professionalism in document production and editing; Experience in WHO or other UN organizations would be an asset.

Language

- French (Mandatory) , Level - Fluent
- AND - English (Optional) , Level - Working Knowledge

Area of Expertise

- Resource mobilization, partnership and donor coordination Mandatory

Area of Expertise Requirement

- Excellent excel and power point skills; good management, communications, resource mobilization, public relations and interpersonal skills.

- Excellent oral and written skills; excellent drafting, formulation, reporting skills; Ability to work and adapt professionally and effectively in a challenging environment; ability to work effectively in a multicultural team of international and national personnel; ability to work with tight deadlines;

Need Driving Licence No

Conditions of Service and other information

Condition of Service [Click here to view Conditions of Service](#)

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Conditions of Service for International Specialist:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,682. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

Supervision, induction and duty of care of UN Volunteers (Roles and Responsibilities of Host Entity)

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- Leave management;
- DSA for official travel, when applicable;
- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme;
- Investigate misconduct: sharing reports with the UNV;
- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

Application Code

DZAR000035-10237

Application procedure

* Not yet registered in the UNV Talent Pool?

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections of

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your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

* Already registered in the UNV Talent Pool?

Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

This assignment is in the framework of the Africa Women Health Champions to improve health and gender equality initiative. African female candidates are strongly encouraged to apply.

Application deadline: 17-08-2021

doa.apply_url

<https://vmam.unv.org/candidate/show-doa/RFpBUjAwMDAzNQ==>

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.

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